



DEPARTMENT OF THE ARMY
HEADQUARTERS, 2ND INFANTRY DIVISION
UNIT #15041
APO AP 96258-5041

REPLY TO
ATTENTION OF:

EAID-CG

11 JUL 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #22, Civilian Employee Awards

1. This is a new policy, effective immediately. It remains in effect until rescinded or superseded.
2. References:
 - a. Title 5, Code of Federal Regulations, Parts 430, 451, 531, and 534.
 - b. Chapters 12, 21, 33, 43, 45, 53, and 71 of Title 5, United States Code.
 - c. DoD Directive 1300.25-M, Civilian Personnel Manual, Subchapter 451, "Awards".
 - d. AR 672-20, Incentive Awards, 29 January 1999.
 - e. DA Pamphlet 672-20, Incentive Awards Handbook, 1 July 1993.
 - f. MCO 12430.2 (Civilian Awards).
 - g. USFK Command Policy Letter #22, Civilian Employee Awards, 23 June 2006.
3. This policy applies to all 2ID civilian employees.
4. Civilian employees are key members of the 2ID team and make important contributions to the mission of 2ID in Korea. I expect commanders and directors to ensure that these employees receive appropriate and prompt recognition for their achievements. Recognizing the contributions of our dedicated civilian employees is a leadership responsibility.
5. Commanders and directors should use the Incentive Awards Program to recognize their civilian employees with a variety of monetary, honorary, and time-off awards. Failure to recognize deserving civilians before they depart or to recognize noteworthy achievements in a timely manner is a failure to meet our responsibilities as leaders.
6. Because the review and approval process for high-level honorary awards is lengthy, every effort must be made to submit nominations requiring my approval to this

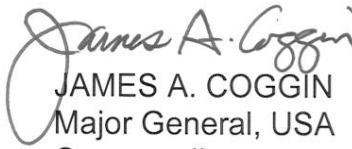
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headquarters at least 60 days before the planned presentation date or, if the employee is departing the command, at least 60 days before the employee's departure date.

7. Nominators should submit awards 90 days before the planned presentation date if they require approval of the Secretary of the Army, Secretary of the Air Force, Secretary of the Navy, Marine Corps and US Embassy coordination.

8. Questions regarding this policy should be directed to the 2ID ACofS, G1, DSN 732-6131.


JAMES A. COGGIN
Major General, USA
Commanding

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